

2006-2007 MSRP Final Expenditure and Carryover Budget Reports

IMPORTANT:

The 2006-2007 Michigan School Readiness Program (MSRP) Final Expenditure and Carryover Budget Reports are now available through the Michigan Electronic Grants System (MEGS). The MSRP Narrative Summary (which is due on November 30, 2007) **MUST** be submitted **BEFORE** completing and submitting the Final Expenditure/Carryover Budget Reports. **The 2006-2007 Final Expenditure/Carryover Budget Reports are due on December 14, 2007.**

To access the Final Expenditure and Carryover Reports, log into MEGS at <http://megs.mde.state.mi.us/megs> and locate the MI School Readiness Program (MSRP) 06-07 grant application. Click the "View Reports" button to locate the MSRP Final Expenditure and Carryover Budget Reports.

Navigate within the expenditure and carryover reports in the same manner as you navigated within the original budget. **You will NOT be able to delete a budget item.** Deletions are handled by simply zeroing out the expenditure. Update/save all changes.

The Final Expenditure AND Carryover Budget Report totals **MUST** be equal to **or** less than \$3,300 times line 1 on the Pupil Count page of the Narrative Summary, PLUS the total grant funding designated for the Parent Involvement and Education (PIE) initiative, as detailed on the MSRP Participating Resolution.

Because reports are tied to the application by computer programming, security levels assigned to the application are also connected to the report process. Anyone assigned as a level 2, 4, or 5 within the 2006-2007 MSRP application can begin and/or edit the Final Expenditure Report. Anyone assigned as a level 4 or 5 within the MSRP application can submit the report. A level 2 person will NOT be able to submit the report.

Programs that spent their total allocations by September 30, 2007 do NOT complete Carryover Budget Reports. Programs that did not spend the total allocation by September 30, 2007 must complete a Carryover Budget Report, if the intent is to utilize those funds. **Carryover expenditures must be exhausted by June 30, 2008.** Carryover expenditures are reported separately and should NOT be included on 2007-2008 reporting forms. The 2006-2007 Carryover Expenditure Report will be completed in MEGS later next year.

In most cases, the Final Expenditure Report plus the Carryover Budget Report will equal the LESSER of the 2006-2007 MSRP ending allocation, or

the number of children reported on the Narrative Summary Pupil Count page; item 1 times \$3,300 plus the PIE funding.

Do NOT report 2005-2006 Carryover Expenditures on your 2006-2007 reporting forms in MEGS.

Do NOT include carryover funds for FY 2006-2007 in any FY 2007-2008 report. Programs that complete an 2006-2007 Carryover Budget Report will receive notice when the Carryover Expenditure Report (telling us how you actually spent the carryover funds budgeted) is available.

If you have questions about the MSRP, please contact your Early Childhood Education and Family Services Consultant at (517) 373-8483.

IMPORTANT CARRYOVER INFORMATION for those that offered MSRP preschool ONLY:

1. Funding for MSRP preschool **children not served** may NOT be carried over. Unexpended funds for **enrolled children** may be carried over. Example: funded for ten slots, served nine, spent \$25,500. Nine slots filled at \$3,300 per slot = \$29,700: report \$25,500 on the Expenditure Report. Report \$4,200 on carryover budget. Spend the carryover funds (on MSRP preschool ONLY) by June 30, 2008. The \$3,300 for the tenth child that was not served may NOT be carried over. School Districts/Public School Academies (PSAs) will be contacted at a later date regarding the adjustment for funding received, but children not served.

2. School Districts/PSAs that accepted ALL 2006-2007 funding for MSRP preschool may NOT carry over any funds for the PIE option.

IMPORTANT CARRYOVER INFORMATION for those that offered BOTH MSRP preschool and PIE:

1. A School District/PSA that chooses the PIE option must specify those expenditures by choosing from the drop down menu on the Edit Budget Detail page. If funding is not reported correctly in MEGS, prior year adjustments may be required. Example: total grant funding \$49,500, funded for ten MSRP preschool slots (\$33,000) and \$16,500 for PIE, the total expenditures plus carryover equal \$49,500. The expenditure PLUS carryover budget DETAIL descriptions indicating PIE totals \$15,000; therefore, the balance of \$34,500 is considered MSRP preschool funding. In this scenario, a prior year adjustment of \$3,000 would be required as the MSRP preschool funding is not allowed to exceed \$33,000 AND only \$15,000 of the \$16,500 PIE funding is accounted for between the Expenditure and Carryover Reports.

2. School Districts/PSAs that offered both MSRP preschool and the PIE option may ONLY carry over funds for the particular option in which they were not all spent. Funding for MSRP preschool children not served may NOT be carried over. Funding for MSRP preschool not spent may NOT be carried over to spend on PIE (and vice versa). Example: funded for a total of 15 slots (\$49,500) and verified to provide ten slots for MSRP preschool (\$33,000) and to use \$16,500 for PIE. Served nine slots and spent \$28,000 for MSRP preschool. Spent \$10,000 for PIE, with nine slots served at \$3,300 per slot the maximum, MSRP preschool grant funds available is \$29,700. Report the total spent of \$38,000 (\$28,000 MSRP preschool + \$10,000 PIE) on the Expenditure Report. Report \$8,200 as the total carryover [(\$29,700 preschool + 16,500 PIE) \$38,000 total spent]. In this example the School District/PSA may NOT spend more than the \$1,700 carryover funds for MSRP preschool (\$29,700 maximum grant funds available with nine slots served - \$28,000 MSRP preschool spent). In this example the School District/PSA may NOT spend more than \$6,500 carryover funds for PIE (\$16,500 grant funds available - \$10,000 PIE spent). Spend 2005-2006 carryover funds by June 30, 2007.

3. School Districts/PSAs that accepted MSRP PIE funding but did NOT offer the five components of PIE in 2006-2007 may NOT carry over any funds into 2007-2008 for PIE. There will be a future adjustment to section 32d funds.

4. If legislation removes the PIE option from the MSRP, PIE carryover will not be allowed. Carryover funds dedicated to PIE will result in a future adjustment to the section 32d funds.

IMPORTANT CARRYOVER INFORMATION for those that offered PIE ONLY:

1. School Districts/PSAs that accepted ALL MSRP funding for the PIE option may NOT carry over any funds into 2007-2008 for MSRP preschool classroom services.

2. School Districts/PSAs that accepted ALL MSRP funding for the PIE option, but did NOT offer all five components of PIE in 2006-2007 may NOT carry over any funds into 2007-2008. There will be a future adjustment to section 32d funds.

3. School Districts/PSAs that accepted ALL MSRP funding for the PIE option and offered all five components of PIE in 2006-2007 MAY carry over unspent funds into 2007-2008 for the PIE option.

4. If legislation removes the PIE option from the MSRP, PIE carryover will not be allowed. Carryover funds dedicated to PIE will result in a future adjustment to the section 32d funds.